



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST American Embassy Kampala		2. AGENCY STATE		3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Re-description of duties: This position replaces Positions No. _____ (Title) _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (Explain)				
5. CLASSIFICATION ACTION				
a. Post Classification Authority		Position Title and Series Code Regional Security Technician, FSN-1210	Grade 8	Initials Date (mm-dd-yyyy)
b. Other (Washington: AF/EX)				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE	
8. OFFICE/SECTION American Embassy, Kampala: RSO/TSO			a. First Subdivision	
b. Second Subdivision			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee _____ Date (mm-dd-yyyy)			10. This is a complete and accurate description of the duties and responsibilities of this position. <u>Eric L Ives Security Technical Specialist</u> Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <u>Bruce Baldwin ARSO</u> Printed Name of Section Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)			12. I have satisfied myself that is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <u>John A Klimowski, HRO</u> Printed Name of Admin or HR Officer _____ Signature of Admin or HR Officer _____ Date (mm-dd-yyyy)	
13. BASIC FUNCTION OF POSITION Under the direct supervision of the Officer in Charge/Technical Security Officer (OIC/TSO), the incumbent conducts inspections, installations, maintenance and repairs of unclassified technical security equipment and devices. He/she studies and makes recommendations for ways to improve the effectiveness of the security systems at the US Embassy Kampala and on occasion, provides support to other U.S. Government facilities in the AF region. <div style="text-align: center;">(continue on next page)</div>				

14. Major Duties and Responsibilities:

20% FEBR Doors and Windows: Performs inspections, installations, preventive maintenance and repairs of Forced Entry and Ballistic Resistant (FEBR) hard-line doors and windows at the U.S. Embassy Kampala, and other USG facilities in the AF region. Based on these inspections, makes recommendations to improve and/or revise technical security infrastructure. This duty includes maintenance and repair of hard-line door power supplies, controls, locking devices hinges and fire doors electronic control systems. Maintain records and ensure adequate stock levels of all components and spares for the above equipment in CMMS.

20% Video Surveillance Systems: Perform planned preventive maintenance, installation, commissioning, troubleshooting and repair of Video Surveillance Systems (VSS). This duty includes programming the VSS equipment to meet the specific capabilities specified by the Diplomatic Security Technical Development Branch or as directed by OIC/TSO. Maintain records and ensure adequate stock levels of all components and spares for the above equipment in CMMS.

15% Vehicle Arrest Systems: Performs quarterly and semi-annual planned preventive and corrective maintenance of the Embassy compound hydraulic vehicle barrier systems. Performs troubleshooting and repair to keep these vital systems operational at all times. Maintains records of quarterly and semi-annual maintenance performed, including all spare parts and expendable items used in the Computerized Maintenance Management System (CMMS).

15% Explosive Detection Equipment: Performs inspections, installations, calibration and maintenance of posts explosive detection equipment commonly known as Itemisers. This duty includes performing troubleshooting, diagnosis and repair of the Itemiser electronics. Specific maintenance duties include performing weekly and monthly maintenance. On occasion, will provide instruction to locally hired guards on the operation and daily calibration of Itemisers. Maintain records and ensure adequate stock levels of all components and spares for the above equipment in CMMS.

15% Emergency Notification System (ENS) and Imminent Danger Notification Systems (IDNS): Perform inspections testing, installations, repairs and improvements of posts ENS and IDNS. Duties include performing troubleshooting, diagnosis, repairs and improvements to ENS/IDNS command units, microphones, speakers, transmitters, receivers, repeaters, and power supplies. Maintain records and ensure adequate stock levels of all components and spares for the above equipment in CMMS.

15% Other Duties: Perform any other duties as directed by the OIC/TSO to support the staff and/or overall technical security program. Coordinate closely with vendors/contractors to enhance overall technical security. Maintain close contacts with Facilities technicians and local contractors in performance of duties. Inspect, install, maintain and make recommendations for revision/improvement of the security equipment and devices at the US Embassy Kampala, and other USG facilities in the AF region, as directed by OIC/TSO.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of a two year diploma in electronics/electrical/mechanical engineering is required.

b. Prior Work Experience:

Four years of hands-on field experience in major repairs and installation of electrical and heavy-duty mechanical equipment reading and interpreting architectural and engineering (A&E) design drawings; and experience with closed circuit television, public address systems and/or vehicle arrest systems is required.

c. Post Entry Training:

Recommended training: CCTV, residential alarm systems, welding, public address systems, technical security systems training, soldering, etc.)

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III English ability (good working knowledge fluent written, spoken and reading) and level II Luganda, Lusoga, Lunyankole, Teso or Swahili ability (rudimentary speaking, written and reading) is required.

e. Job Knowledge:

Should have good knowledge and/or experience in installing, troubleshooting and repairing electrical and electronic systems; hydraulic and/or pneumatic equipment; in working with different types of steel, concrete and masonry wall construction, anchors and bolts. Awareness of general responsibilities of Mission agencies/offices outside of TSO section.

16. Skills and Abilities:

Ability to read blueprints and schematic diagrams of electrical and mechanical drawings; ability to use electronic test equipment; should be able to rectify problems associated with security equipment independently; ability to use MS Excel, Access and Word software and Internet search engines and ability to use special lifting equipment and/or coordination of unskilled laborers. The nature of work may require working from a ladder, in crawl spaces, above ceiling areas and other non-office areas of a building structure. Must have a valid driver's license and be able to drive a manual transmission car. Must be able to frequent travel, may travel alone or as part of a regional security team on a quarterly basis or as needed.

17. POSITION ELEMENTS:

a. Supervision Received:

Direct supervision from OIC/TSO or the RSO in the absence of the former, the incumbent receives supervision and guidance but allows incumbent to present solutions and think through problems to stimulate professional growth. The incumbent is expected to regularly work independently to solve technical problems in-order to fulfil their duties on a daily basis.

b. Supervision Exercised:

In the absence of the OIC/TSO, the incumbent serves as the on-site Project Manager or Government Technical Monitor for projects to upgrade, install and or maintain the Technical Security Systems in Kampala.

The incumbent will direct and oversee the work of contractors installing and/ or maintaining the Technical Security Systems in Kampala for quality control. The RSO or OIC/TSO will provide guidance to the employee but allows the incumbent to exercise sound judgement in presenting solutions to problems.

The incumbent will train post's GSO/FMS technicians for level-1 repairs. Train the users about the operations of equipment, and provide on the job training to new locally employed guard staff.

Act as a team leader to other Regional Security Technicians from other posts when required or as advised by OIC/TSO. Allocate work to GSO/FMS or contractor personnel during project implementation stages, maintenance or repairs not to exceed 25 employees.

c. Available Guidelines:

Security regulations and standards, equipment manuals, installation standards, established office procedures, engineering standards and practices. All are applicable if they relate to the system or equipment being worked on at the time, but they all must be interpreted and applied in varying degrees in each situation or project.

The incumbent should know the organization of the Department, how Diplomatic Security is organized and how he/she fits into the larger picture. He/she must also be aware of sensitivity of mission security, well versed with Classified/Unclassified area differentiations, aware of rules/regulations, goals and objectives.

Availability and costs of materials and services on the local market.

Good knowledge of related Engineering disciplines and awareness of security technologies prevailing

d. Exercise of Judgment:

Incumbent works independently most of the time of any direct supervision and is required as part of their duties to exercise good judgment at all times. They must make decisions on how to do their job. The OIC/TSO has established a framework of duties, performance standards, accountability, job requirements, etc. within which work must be performed but it is the responsibility of the incumbent to exercise judgment within this framework to accomplish assigned duties. Examples: How to repair system or complete a project. What parts are required to be sent to a post for repair work? Work independently like a cleared American, but only in unclassified or uncontrolled spaces unescorted or in controlled areas as required with a cleared escort.

e. Authority to Make Commitments:

None .

f. Nature, Level, and Purpose of Contacts: Internal:

RSOs, GSOs, FMOs, and FSNs at post of residence and constituent posts and engineers, technicians, and Seabees at neighboring Engineering Services Offices. Reason is so they can conduct repairs to security equipment and systems as required. Information exchanged pertains to the systems and/or projects. Contact is made as needed (continuously throughout the year).

18. Time Expected to Reach Full Performance Level: Six Months